



Department of
P L A N N I N G & E N G I N E E R I N G
D i v i s i o n o f B u i l d i n g I n s p e c t i o n

R e n t a l P r o p e r t y N o t i f i c a t i o n

RENTAL PROPERTY ADDRESS _____
(COMPLETE ONE FORM FOR EACH DWELLING UNIT)

OWNER INFORMATION:

NAME: _____ PHONE NUMBER: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____

SINGLE FAMILY: _____ ACCESSORY APT: _____ MULTI FAMILY: _____

TOTAL NUMBER OF UNITS: _____ NUMBER OF OCCUPANTS: _____

AGE OF UNIT: _____

PROPERTY MANAGER INFORMATION: (IF APPLICABLE)

COMPANY NAME: _____

CONTACT NAME: _____

BUSINESS ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ FAX NUMBER: _____

The person signing this form acknowledges that this property is located within one of the Rental Inspection districts. The owner or their designated agent are responsible for scheduling all inspections and meeting the inspection compliance dates within the time frames designated unless prior arrangements are made through this office. The Building and Inspections offices should be notified by letter should this property change from rental to owner occupied or change from owner occupied to rental use.

SIGNATURE OF PERSON COMPLETING FORM: _____

DATE: _____ **OWNER/AGENT (CIRCLE ONE)**

Please Mail Form to : Greg Dudash, Planning and Engineering

300 SOUTH MAIN STREET P.O. BOX 90003 BLACKSBURG, VIRGINIA 24062-9003

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Phone 540 - 961 - 1126

Fax 540 - 951 - 0672

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2000 INTERNATIONAL PROPERTY MAINTENANCE CODE INSPECTION CHECKLIST

Listed below are some of the items that are inspected during the property maintenance rental inspection:

Exterior Construction:

- Accessory structure
- Chimney
- Doors
- Electrical
- Exterior Wall
- Exterior Painting
- Foundation
- Graffiti
- Handrails
- Insect Screens
- Porches/Steps/Balconies/Decks
- Roof/Drainage Gutters & Downspouts
- Swimming Pools
- Windows
- Address Street Numbers Posted
(Per Town Code)

Interior Construction:

- Ceilings
- Doors/Locks
- Floors
- Stairs/Rails
- Windows
- Walls
- Means of Fire Egress

Plumbing:

- Backflow Systems
- Bathroom Fixtures
- Kitchen Fixtures
- Wastewater/Water Lines
- Water Heater

Electrical:

- Receptacles/Switches/Fixtures
- Service
- Smoke Detectors
- Wiring

Heating/Cooling Systems:

- Cooling Systems
- Fireplaces/Woodstoves
- Flues
- Heating/Cooling System
- Clothes Dryer Exhaust

Miscellaneous:

- Accumulation of Rubbish or garbage
- Accumulation of Weeds
- Insect/Rodent Infestation
- Occupancy Violation per Zoning Ordinance